



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **Legal Support Appeals Division**

Support staff provide general administrative, secretarial and clerical services to the Division, including document management, mail, scanning, telephone inquiries, photocopying, and facsimile transmission, reporting to the Section Chief and designated attorneys.

### **Responsibilities:**

- Coordinates production, filing and service of documents via courts' electronic filing systems and USPS
- Maintains case files in case management system – scanning, uploading electronic documents, maintaining event logs
- Prepares correspondence as needed
- Performs initial filings and distributes new case files to attorneys
- Obtains case materials
- Contacts court clerks, opposing counsel and outside agencies as needed
- Other duties as assigned

### **Requirements:**

- Typing and computer skills to include MS Word, MS Excel, Time Matters, Indiana Electronic Filing System, SharePoint, and other applicable software
- Excellent organizational and communication skills
- Competence in multi-tasking and flexibility in work assignments
- Ability to process high volume of data, documents and other information quickly and accurately
- Good personal interaction skills, works well with others and is a team player
- Ability to work with or without supervision, independently and as a part of a team